



Seed Associate Royalty and Single Season Use (SSU) Reporting Instructions – 2024

- Please note that **all information requested pertains specifically to the period from December 1, 2023, to November 30, 2024** (the “reporting period”). Kindly ensure that all data provided reflects this reporting period.
- Schedule B, Royalty Reassignment Form (if applicable), Single Season Use Sales Report (if applicable), Single Season Use In-Season Transfer Form (if applicable), and Single Season Use Grower Agreements (if applicable) are due by **December 15, 2024**.
- Schedule B submissions received by the December 15 deadline will have until **January 15, 2025**, to remit payment.
- **Schedule B submissions received after December 15, 2024 will be considered late, with payment due immediately and subject to applicable late fees.**
- Send your completed Schedule B and royalty payment, along with all other applicable forms to:
Kansas Wheat Alliance, 1990 Kimball Ave, Ste 200, Manhattan, KS 66502
- **If you are a Trailblazer**, please hold off on sending your royalty payment. Once your Schedule B is received, KWA will issue an invoice that accounts for any applicable discounts, credits, and payments already received.

Schedule B Instructions

Royalties are due on any licensed variety that you produced that was planted, transferred or sold for seed. This includes seed produced in previous years, carried forward and transferred, sold or planted during the reporting period. Include seed of licensed varieties that you purchased from others if you completed a Royalty Reassignment Form and will be paying the royalty. Be certain to include the form with your Schedule B report.

Seed that was produced as Registered class seed and down-graded for marketing or used as Certified class seed should be reported as Certified class seed sales, use, etc., not as Registered class seed.

1. Please indicate unit size (1, 50, or 60 pounds) as you complete the report.
2. Please specify the Variety and Class of seed for each line item on the form.
3. In the **Planted** column (a), report the number of units of each of the varieties and classes you planted this fall from your own production, for your own use. Include units for both seed and grain production. Include seed carried forward from previous years. Do not include seed purchased from others.
4. In the **Transferred** column (b), report the number of units of your own production that you transferred to another licensee or received from another licensee **and** that you will be paying the royalty. Include all seed sales, bagged or bulk, cleaned or uncleaned, or seed carried forward from previous years.
5. In the **Sales** column (c), report the sales from your own seed production that would **not** be considered a transfer. This would include all seed sales, bagged or bulk, that was fully certified, including your seed carried forward from previous years. **Do not** include seed you purchased from others.

***Please note that calculations for instructions 6), 7), and 12) will be done automatically if using the Excel file. For the PDF version, calculate these instructions manually.**

6. Total columns (a), (b) and (c) and report in the **Total** column.
7. Multiply the **Total** column by the royalty per unit column (d) and report in the **TOTAL Royalty Due column (e)**. Use the royalty rate chart (top of next page) to complete column (d).
8. In the **Carryover** column, report the number of units of seed that were available as of the end of the reporting year that are currently on-hand as seed.
9. Report the number of units of your production that were **Sold as Grain or Used as Feed**. Include cleanout, failed production, and excess seed marketed as grain or feed.
10. Indicate the number of planted **Acres Intended for Certification**. Enter this information in the line item corresponding to the class of seed the harvested seed in 2025 will be certified under. (For example, acres from a field planted with Foundation seed of KS Providence should be listed under the line item for KS Providence – Registered, as Registered is the class of seed that will result from certification.)
11. Indicate the **Percent Irrigated** for the **Acres Intended for Certification**. If there are none, please enter zero.
12. Total all columns and report **Grand Totals** at the bottom.
13. Make your check for the Grand Total of Royalty Due amount to Kansas Wheat Alliance.
14. Sign, date, and print your name and title in the blanks provided.

2024 Royalty Rates

Variety	\$/pound	\$/50# unit	\$/bushel	Variety	\$/pound	\$/50# unit	\$/bushel
1863	\$ 0.030	\$ 1.50	\$ 1.80	KS Hatchett	\$ 0.030	\$ 1.50	\$ 1.80
Clara CL	\$ 0.030	\$ 1.50	\$ 1.80	KS Mako	\$ 0.035	\$ 1.75	\$ 2.10
Danby	\$ 0.030	\$ 1.50	\$ 1.80	KS Providence	\$ 0.035	\$ 1.75	\$ 2.10
Everest	\$ 0.030	\$ 1.50	\$ 1.80	KS Silverado	\$ 0.030	\$ 1.50	\$ 1.80
Joe	\$ 0.030	\$ 1.50	\$ 1.80	KS Territory	\$ 0.030	\$ 1.50	\$ 1.80
KanMark	\$ 0.030	\$ 1.50	\$ 1.80	KS Venada	\$ 0.030	\$ 1.50	\$ 1.80
KS Ahearn	\$ 0.030	\$ 1.50	\$ 1.80	KS Western Star	\$ 0.030	\$ 1.50	\$ 1.80
KS Big Bow	\$ 0.030	\$ 1.50	\$ 1.80	Larry	\$ 0.030	\$ 1.50	\$ 1.80
KS Bill Snyder	\$ 0.030	\$ 1.50	\$ 1.80	Oakley CL	\$ 0.030	\$ 1.50	\$ 1.80
KS Dallas	\$ 0.030	\$ 1.50	\$ 1.80	Tatanka	\$ 0.030	\$ 1.50	\$ 1.80
KS Hamilton	\$ 0.030	\$ 1.50	\$ 1.80	Zenda	\$ 0.030	\$ 1.50	\$ 1.80

Royalty Reassignment Form (if applicable)

Please complete this form if you transferred seed that you produced and assigned the royalty payment responsibility to the receiving associate. The receiving associate will report these royalties on their Schedule B. Both the producing associate and the receiving associate must attach a copy of this form to their Schedule B. If you transferred seed but will retain responsibility for paying the royalties, you should report these under the “transfer” column on your Schedule B, and a Royalty Reassignment Form is not required.

Single Season Use Sales Report Instructions (if applicable)

Please complete this form if you sold Certified seed of a SSU Use variety (KS Big Bow, KS Bill Snyder, KS Territory, or Oakley CL). Indicate the unit size (1, 50, or 60 pounds) at the top of the form, and provide all required information for each customer you sold seed to. Return this form with your Schedule B.

If you need additional rows for more customers and are using the Excel file, right-click on a row number between 11 and 24 and select “Insert”. If you are using the PDF version, use as many forms as necessary, but only sign and date the last page.

Please note that the total units reported on this form must match the total number of units reported under the “Sold” column on your Schedule B for each SSU variety.

A SSU Report form is required for any transfer of a SSU variety to an individual or entity that is not a licensed seed associate (e.g., a bulk retail site). It is the responsibility of the licensed associate to ensure that this form is completed.

Single Season Use In-Season Transfer Form Instructions (if applicable)

Please complete this form if you transferred seed of a SSU variety (KS Big Bow, KS Bill Snyder, KS Territory, or Oakley CL). A single form can be used for multiple transfers of different SSU varieties to the same receiving dealer. A separate form is required for each unique dealer to whom seed of a SSU variety was transferred. Return all SSU In-Season Transfer Forms with your Schedule B.

This form must be completed regardless of whether the royalty responsibility was reassigned with the transfer. (If royalties were reassigned, a Royalty Reassignment Form must also be completed.)

This form is required for all transfers of SSU seed, including but not limited to transfers between licensed seed associates, transfers to bulk retail sites, and transfers within your dealer network.

Single Season Use Grower Agreements (if applicable)

It is highly recommended that a SSU Grower Agreement be filled out and signed by each customer you sold seed of an SSU variety (KS Big Bow, KS Bill Snyder, or KS Territory; Oakley CL is covered by the Clearfield Stewardship agreement). Please include all completed SSU Grower Agreements with your Schedule B.

If you need access to any forms related to your reporting responsibilities, please visit:

<https://kswheatalliance.org/seed-associate-reporting-forms/>

If you have any trouble accessing any of the forms or need additional assistance filling any of them out, please contact the KWA office at your earliest convenience. (785) 320-4080 or bryson@kswheatalliance.com